



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Minutes of the Annual General Meeting of both OPEC Ltd & OPW Ltd

**Held at Christ Church Hall Guildford Road, Ottershaw
on Thursday 28 November 2019**

The meeting was opened by the Chairman at 8.00pm.
The Chairman welcomed 22 residents and one former resident, Vince Lee, the outgoing Treasurer. Including 3 proxy votes, they represented 18 voting properties.

Apologies were received from John Athersuch, Marlene Bacarese-Hamilton, Carol-Anne Carlin, Barry Purssey, Paul Stopps and Mick Roche.

Proxy votes were received from John Athersuch, Marlene Bacarese-Hamilton and Barry Purssey (all to the Chair).

1) Minutes

The minutes of the Annual General Meeting held on the 29 November 2018 that were previously circulated were approved:

Proposer: Sandra Goldblatt Seconder: Ruth Turk Votes in favour: 18
No objections or abstentions. The motion was passed.

2) Chairman's Report

The Chairman highlighted 3 aspects of his circulated Chairman's Report.

1. New Treasurer: Robbie Sampson was welcomed as the new Treasurer, replacing Vince Lee who has moved from Ottershaw Park. The Chair expressed his appreciation to Vince for his excellent work and for his ongoing involvement with the handover to Robbie.
2. Volunteers: it is disappointing that despite raising a request in last year's Chairman's report and at the AGM, and again in this year's Report, urgently requesting new members of the committee, no one had come forward. He is concerned that interpretation and management of the idiosyncrasies of the land and property issues in OPEC rely on the knowledge of himself and John Athersuch who have been members of OPEC for over 30 years. Unless new

members join the committee and the knowledge of the estate is more widely shared, there is risk useful estate knowledge will be lost, or at least time wasted being re-discovered. ; He asked owners to consider how they could assist the committee whether being members of it or managing individual projects. The development of Fair Oaks is an example of the benefit of detailed knowledge of landholding and covenants; at the other extreme, who knows that the power to one of the streetlights is supplied from under the stairs in a private home?

3. The Bridge: it is now open and the work had been done well, apart from the level of 1 of the 4 drains which is under investigation.

4.

3) Report on Financial Accounts

Vince Lee presented the accounts, summarising 2019 expenditures versus the original budget, together with the budget for 2020. The latest forecasts expects income for 2019 of £20,420, with regular expenditures of £14,866 (1). The expected surplus of £5,554 would be available to increase reserves from which we have taken £27,377 to cover exceptional costs on bridge repairs and street lighting upgrades. Our forecast reserves at end 2019 would stand at £45,371 compared to £67,194 at end 2018.

(1) Please note that the expenditure of £2,400 shown for Woodland is for work increasing signage and fencing along the 'Pink Road'.

The budget for 2020 shows projected income of £22,300 (assuming the proposed increase in the annual service charge is approved) and regular expenditure of £15,105, with the surplus of £7,195 going to reserves. We currently anticipating spending £5,670 from reserves to cover further street lighting upgrades and repairs to the Bothy courtyard wall. That would leave projected reserves of £46,896 at year end 2020.

Thanks to Vince Lee's work, OPEC now has a 5 year contract for street lighting, which reduced the annual cost of electricity and protects OPEC from the risk of increased charges.

The Management Accounts for the year ended 31st December 2019 and the budget for 2020 be approved :

Proposer: Robbie Sampson Seconder: Olivia Towie Votes in favour: 18.
No objections or abstentions. The motion was passed.

4) Accountants and Remuneration

The appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration was approved:

Proposer: Robbie Sampson Seconder: Sue Eastment Votes in favour: 18
No objections or abstentions. The motion was passed.

5) Budget 2019

The Chair asked if there were any queries on the budget previously circulated and suggested that to attend to planned maintenance and rebuild reserves, the service charge should be increased to £275. There were no queries and a vote was taken on the resolution:

That a general service charge be agreed for 2020 in the sum of £275.00 payable on 1st January 2020:

Proposer: Margaret McHugh Second: Ray Vincent. Votes in favour: 18.
Against 0. No abstentions. The motion was passed.

6) Appointment of Management Committee

The chairman confirmed that the current committee members offer themselves for re-election, with the exception of Vince Lee who is replaced by Robbie Sampson as Treasurer and representative of the freeholders. Paul Stopps had offered to assist John Athersuch on maintenance, and the Chairman was pleased to accept his offer.

a) For members to approve the Management Committee for 2020

Freeholders (1-14, 26-29)	Nigel Eastment/Mick Roche
Freeholders (15-25a)	John Athersuch/Paul Stopps
Tulk House	Margaret McHugh
The Mansion	Mary Turner
Treasurer	Robbie Sampson

Proposer: Robbie Sampson Second: Sandy Goldblatt

Votes in favour: 18

No objections or abstentions.

b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2020.

Proposer: Robbie Sampson Second: Sandy Goldblatt

Votes in favour: 18.

No objections or abstentions. The motion was passed.

7). Any Other Business

a) Oak Processionary Moth.

The issue is explained in the Chairman's Report, but in summary, the caterpillars of this foreign invader moth damage oak trees. They can cause a rash and other allergic re-actions in humans and pets, so if they are sighted, they should not be touched. The infestation is spreading from London. Barbara Sampson has seen 3 'nests' (1 at Tulk House, their property Tanglewood Cottage, and the 'Pink Road'). If residents find an infestation and need assistance to deal with it, Nigel Eastment has details of who to contact.

b) OPEC Pink Road

The area from the pumping station to the A320 is owned by OPEC. Access is through Ottershaw Chase by right of way over Runnymede Borough Council (RBC) land. As the SANG (Suitable Alternative Natural Greenspace) proposed in the Fairoaks redevelopment links land adjoining the pumping station and the 'Pink Road', this creates a risk that the general public could regularly use the Pink Road. To protect the privacy of Ottershaw Park, the committee is actively taking steps to demonstrate OPEC's ownership of the land such as putting combination lock padlocks on the 2 main entrances (not the Tanglewood entrance so that residents can continue to walk into Ottershaw Chase unimpeded). It has been observed that nonresidents are walking through with prams and pushchairs and it was suggested that was preferable, rather than face the danger of pushing prams on the A319. It was agreed that padlocks would not be put on the entrance from Ottershaw Park onto Ottershaw Chase.

c) Fairoaks Garden Village development

The situation is not settled and the committee will continue to object to the development and keep residents informed of proceedings.

d) Road Improvements

The housing developments within the RBC Local Plan are dependent upon the A320 scheme, which has not yet been approved by the inspector. The development of Fairoaks is not included in the RBC Local plan which assumes Fairoaks will not be implemented before 2030 which is beyond the Plan's time frame.

e) Broadband

BT has installed fibre optic cabling to the estate which is available to other users and can be accessed by asking your provider for a new router. If additional information is needed, please contact John Athersuch.

f) Birds

Barn owls and nightingales used to be seen, red kites and buzzards have been seen recently. To encourage a variety of birds, residents are reminded that Ottershaw Park was parkland and if trees are removed they should be replaced with similar trees rather than suburban varieties. Bird boxes in the woods are encouraged.

g) Presentation

In appreciation of his work on the OPEC committee on behalf of Ottershaw Park, the Chairman presented a case of wine to Vince Lee.

The Meeting closed at 8.50pm.